

## **Attachment 5**

### **WESTON SOLUTIONS, INC. PROCUREMENT PROCEDURES AND INSPECTION/ACCEPTANCE REQUIREMENTS FOR SUPPLIES, CONSUMABLES AND SERVICES**

#### **Excerpts from the EPA-Approved Quality Assurance Project Plan for the Region 2 Site Assessment Team Contract (December 2005) – Section 16.0**

WESTON does not maintain an inventory of supplies, consumables or equipment specifically for the SAT 2 contract. WESTON does maintain an inventory of field equipment and supplies in its corporate headquarters in West Chester, PA. This inventory is controlled and maintained by WESTON's Equipment Solutions. Equipment Solutions utilizes an automated inventory control system, EquipTrack, to track and schedule maintenance of field equipment. Maintenance and most repairs are conducted by WESTON's factory-trained equipment technicians (some repairs can only be done by the equipment manufactures). WESTON has developed catalogue pricing for the use of this equipment on client projects. WESTON will utilize equipment from this inventory on the SAT 2 contract when appropriate. In addition WESTON has preferred customer rental agreements with local and regional vendors to supply routine and non-routine field equipment.

When required by specific WAs, WESTON will utilize its Defense Contract Audit Agency approved procurement system to acquire WA required supplies and/or services. Procurement activities are controlled by a single purchasing agent within the Edison, NJ office and will be conducted according to the Federal Acquisition Regulations (FAR). The SAT 2 Program Manager, or his designee, is responsible for inspection and acceptance of all supplies, consumables and services.

#### **SUPPLIES AND CONSUMABLES**

When supplies and consumables are required the SAT 2 PLPM must complete a requisition which contains a detailed description and/or model number of the materials required. Upon approval of the SAT 2 PM, a purchase order number will be assigned to complete the purchase. Upon receipt of the supplies the delivery time and contents are checked against the requisition and purchase order form by the PLPM. Incomplete and late orders may result in partial payment or disqualification of the vendor for future purchases. If, upon inspection, the material does not meet the appropriate specifications, the material will be returned to the vendor for replacement, or, alternatively, for cancellation of the order. Supplies are charged to the appropriate WA number.

WESTON maintains a list of pre-qualified vendors and for certain materials has local or national basic ordering agreements in place to facilitate this process.

## **SERVICES**

Services include the rental of WA-specific field equipment (e.g., air monitoring equipment, groundwater sampling pumps, global positioning system units, etc.), subcontracted support (e.g., well drillers, mobile laboratories, etc.) and non-CLP analytical support.

## **FIELD EQUIPMENT**

When field equipment is required for a WA the PLPM will contact Equipment Solutions and/or an equipment vendor to determine the availability of the necessary equipment. Based on the source(s) selected the PM will issue an order form to Equipment Solutions and/or prepare a requisition for a purchase order to the selected vendor. The PLPM will be responsible for ensuring the appropriate equipment is received and that it functions properly (according to manufacturers specifications) prior to its use. Malfunctioning equipment will be returned to the supplier by the PLPM. Equipment calibration will be conducted as discussed in Section 7.

## **SUBCONTRACTING**

Subcontracted services will be procured in accordance with WESTON procurement policy and the FAR. The PLPM will develop a request for proposal (RFP) which will include a detailed SOW, selection criteria, and price quotation form. The SOW will provide the technical requirements of the work, project schedule, deliverable due dates and administrative requirements. The RFP will be reviewed by WESTON's corporate procurement group and approved by the SAT 2 Program Manager prior to its release to potential vendors.

Bid packages will be evaluated by the PLPM to determine compliance with the RFP. In addition, references (as requested in the RFP) will be checked by the PLPM and the Federal Government Debarment List will be checked by the SAT 2 PM. Selection of the winning vendor will be based on technical capability and price. The subcontract agreement will be approved and signed by the SAT 2 PM.

Payment to subcontractors will be in accordance with the subcontract agreements. The payment approval process will include an evaluation of the subcontractor's performance by the PLPM. Final payment approval will be the responsibility of the SAT 2 PM.

## **ANALYTICAL SERVICES**

The majority of the SAT 2 analytical requirements will be handled through the EPA CLP and DESA. Data packages from the CLP and DESA are inspected and validated by EPA or EPA's contractor prior to receipt by SAT 2. The SAT 2 Analytical Chemist/Data Validator (ACDV) will receive data packages from the EPA. If there are any questions concerning the package contents the SAT 2 ACDV will direct them to the EPA CLP and DESA contact for resolution.

There will be occasions when analytical services must be procured outside the CLP and DESA for such reasons as quicker turn-around times (than the CLP or DESA can provide) and the need for determinations of non-CLP analytes. Written approval of the EPA WAM will be required prior to

the procurement of non-CLP services.

QA requirements for non-CLP analytical procurements will be specified in the appropriate section of the site-specific sampling plan (See Section 4). This information will be incorporated by the SAT 2 ACDV into a request for quotation (RFQ) package for issuance to appropriate analytical laboratories. The SAT 2 ACDV will be responsible for soliciting bids from the non-CLP laboratories (WESTON maintains a list of pre-qualified analytical laboratories), evaluating the responses and making award recommendations to the SAT 2 PM. The SAT 2 PM is responsible for the approval of the purchase order issued to the selected laboratory.

The SAT 2 ACDV will be responsible for the inspection and acceptance of the data packages from the non-CLP laboratory. The SAT 2 PM's approval of payment to the non-CLP laboratory will be based on the recommendation of the SAT 2 ACDV.